

## VISITORS POLICY

Any adult not included on the HUD 50058 who has been in the unit more than 15 (fifteen) cumulative days **in a 12 month calendar year** will be considered to be living in the unit as an unauthorized household member.

\* Absence of evidence of any other address will be considered verification that the visitor is an unauthorized household member.

\* Statements from neighbors and/or Authority staff will be considered in making the determination.

The New Britain Housing Authority will consider:

- > Statements from neighbors and/or Housing Authority staff
  - > Vehicle license plate verification
  - > Office records
  - > Driver's license verification
  - > Law enforcement reports
  - > Credit reports
  - > Current mail
1. Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence. And would be subject to a certification of income
  2. The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and the New Britain Housing Authority will terminate the family's lease since prior approval was not requested for the addition.

### Procedures:

All leaseholders must register all visitors with the Admissions Office at least three (3) working days prior to visit.

All guest(s) and their vehicles must be registered with the Housing Authority three (3) days prior to staying overnight. Registration is during regular business hours 8:30 a.m. to 3:45 p.m. Monday through Friday, excluding holidays.

All leaseholders requesting overnight assistance for medical needs, or care within their unit, must provide written documentation from their medical providers.

All requests will be granted at the Authority's discretion.